

City of Taylorsville
Position Classification
Class Title
Co - Treasurer

Characteristics of the Class

Under general administrative direction of the City Clerk/ Supervisor and Comptroller, performs accounting, record keeping and related activities necessary for support of city fiscal operations. Performs related work as required.

Examples of Duties or Responsibilities of the Classification

(Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to or otherwise alter the duties and responsibilities of a position.)

Assists City Clerk and Comptroller with Accounting and Record Keeping necessary for the Financial Operation of the City and City Utilities
Assists in preparation and presentation of the Annual Budget and related Amendments including required reports pertaining to Municipal Revenues and Expenditures
Assists in preparation for the Annual External Audit
Assists in the preparation of year end accounting entries
Maintains computer software programs required for performance of daily work
Primary contact for all computer and phone system issues
Record keeping necessitated by Water Extensions
Responsible for processing Purchase Orders for all departments
Preparation and Implementation of Accounts Payable
Bank reconciliation
Balance Inventory Valuation Report to the Ledger monthly
Assists with the Annual Physical Inventory
Preparation of the Financial reporting for Special Projects, such as Phase III, Sewer Upgrade, FEMA, etc
Management of Encroachment Bonds for Special Projects
Bonds for City Officials and City Employees
Coordinate and maintain all Property Insurance and Workers compensation with KLC
Prepare various Account Analysis requested by the City Treasurer
Primary backup for Payroll and Medical Insurance Coordinator
Attend City Commission Meetings and Preparation of Minutes
Management of Medical Allowances for Mayor and Commissioners
Generating spreadsheets to minimize work time and work loads
Maintaining, phone, computer and fuel accounts

Typical Working Conditions and Unique Physical Requirements

(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of an individual position)

Majority of time spent indoors at office with very little physical exertion required other than occasional light lifting. Considerable time spent sitting at computer terminal.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED) supplemented by five (5) years of progressively responsible clerical counting work involving frequent contact with the public. Related post-secondary education and training may be substituted for up to one (1) year of work experience.

Special Licensing Requirements

Valid driver's license
Must be bondable

Special Knowledge, Skills and Abilities

Knowledge of Microsoft Office and Excel. Knowledge of MAS 90 software preferred. Effective written and verbal communication skills. Ability to establish and maintain effective working relationships with employees, governmental officials and the general public. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Non-exempt